HOW TO REQUEST FOR A DUPLICATE LICENSE

If you have an active license, please do not create a new account. Please contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.

If you have previously logged in to the licensing portal, **skip to STEP 8**.

1. Visit http://www.dcra.dc.gov/security
2. Access the licensing portal under Licensing Services by clicking "**+**" sign
3. Click the link "click here"
4. Click "**Forgot your Password**"
5. Enter license prefix (SO,SPO,SCP,PD) and license number
6. Click "**Submit**"
7. Enter confirmation code and click "**Continue**" OR click on the link provided from the email confirmation
8. Create new password
9. Log in using license number and password
10. Click "**My Applications**" located at the top left on the blue bar
11. Navigate to the license type for which you wish to request a duplicate
12. Next to the "**License Update Request**," click "**Begin**"
13. Click on "**Request License Update**"
    a. **NOTE:** if you are not updating anything on your license **DO NOT** select a designation.
    b. Verify that your address, phone number, and email are correct
    c. If you need to make a correction, click "**Update Address**"
    d. Once you are done correcting the information, on the top left click on "**My Applications**" then "**Current Applications**" to return to your application
14. Click "**Pay Fees**"